Using the Sort Function

1. Right mouse click on a column heading or active field, and in the resulting window, click on the Sort… option (name varies by type of report and column chosen; in this example Sort Fund is shown).

2. Click on one of the following options for the sort (may vary by column chosen) as follows:
   - Ascending by Text – A to Z by the text / description field.
   - Descending by Text – Z to A by the text / description field.
   - Ascending by Key (Internal) – Lowest to highest by number.
   - Descending by Key (Internal) – Highest to lowest by number.

Note: Use the Back One Navigation Step or Back to Start options to undo the action if desired.